# SUBJECT ACCESS REQUEST FORM

Privacy Officer

Last Updated: July 2018

## Subject Access Request

Please provide the following details about yourself:

|  |  |
| --- | --- |
| Full Name |  |
| Address |  |
| Telephone Number |  | Fax Number |  |
| Email |  |

## Are you requesting information about yourself?

If so, you are the Data Subject and documentary evidence of your identity is required. Please see Annexure A for acceptable identity documents. (Please also go to 4. below)

If not, please supply the written consent of the Data Subject and supply their details as follows:

|  |  |
| --- | --- |
| Full Name |  |
| Address |  |
| Telephone Number |  | Fax Number |  |
| Email |  |

## Please briefly explain why you are requesting this information rather than the Data Subject

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## Please describe the information you seek together with any other relevant information to help us identify the information you require

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**All applicants must complete this section**
[Please note that any attempt to mislead may result in prosecution]

I, Your name, confirm that the information given on the application form to BAI Communications is true and I understand that BAI Communications may need more information to confirm my identity and to locate the information I am requesting.

|  |  |
| --- | --- |
| Signature |  |
| Date: |  |

Please return the completed form along with the following:

1. Evidence of your identity
2. Evidence of the Data Subject’s identity (if different from a))

To:

By post Privacy Officer

 BAI Communications

 Level 10, Tower A, 799 Pacific Highway

 Chatswood

 New South Wales 2067

 Australia

By email privacy@baicommunications.com

Annexure A

List of Suitable Identification Evidence

Please provide the Privacy Officer with one item of evidence from Category 1 and one item of evidence from Category 2:

**Category 1**

1. a current passport; or
2. a current driving license.

**Category 2**

1. a birth certificate;
2. Utility Bill (dated within the last 3 months);
3. a current vehicle registration document; or
4. a bank statement (dated within the last 3 months.